

# NJCFS NEWSLETTER

Office of Management and Budget  
Accounting Bureau

February 2000

Issue #29

## **NJCFS/MACS-E AND THE Y2K ROLLOVER**

OMB is pleased to report that the NJCFS and MACS-E systems experienced no major processing problems due to the Y2K rollover. On Sunday, January 2, 2000 a controlled business day was performed in which critical system functions were tested with limited input. All financial transactions, methods of disbursement, and levels of account balance control and maintenance were confirmed as working properly.

Although a handful of problems related to minor system functions were uncovered the first week of January, well-prepared OMB and OIT resources quickly addressed those problems. These small problems did not negatively impact statewide fiscal and purchasing activity, and were largely invisible to the agency user.

OMB, the Purchase Bureau, and OIT will continue to monitor the NJCFS and MACS-E systems to ensure that both systems are operating as expected.

## **GASB STATEMENT 34**

On June 30, 1999, the Governmental Accounting Standards Board (GASB) published Statement 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. In releasing Statement 34, Tom L. Allen, the GASB Chair, called it “the most significant change in the history of government accounting. It represents a dramatic shift in the way state and local governments present financial information to the public.”

The Association of Government Accountants (AGA), in conjunction with the National Association of State Auditors, Comptrollers and Treasurers (NASACT), will be offering a live one-day GASB 34 teleconference on Wednesday, May 3, 2000. GASB will introduce their Implementation Guide for Statement 34 **exclusively** at the May 3 event. The AGA Trenton Chapter will host a site at NJN Public Television, 25 South Stockton Street, Trenton, NJ, 08625. The teleconference training begins at 9:30 AM and ends at 6:00 PM. The cost per individual is

\$99 and includes the GASB 34 Implementation Guide. Registration forms will be included in the AGA newsletter.

## **PURCHASING CARD**

The State of New Jersey Purchasing Card Program began in 1998 as a pilot/prototype program with four departments participating. To accommodate wider use of the card, system modifications were made to NJCFS/MACS-E to capture required accounting and purchasing information. Since completion of the system modifications and the successful pilot program, use of the purchasing card (P-card) has increased significantly. Three hundred fifty (350) cardholders exist within the 14 participating departments. For the calendar year ending December 31, 1999, 5,963 purchasing transactions totaling \$2.3 million were processed through the use of the P-card.

The P-card has streamlined New Jersey’s payment process for purchases. To realize the significant savings associated with the P-card, increased usage is being encouraged. Bank of America, in conjunction with the Division of Purchase and Property, will initiate an outreach program to discuss ways to boost P-Card usage and to brainstorm solutions, which can be shared with the larger forum that is the monthly user group meeting.

Other Division of Purchase and Property future plans include the implementation of an electronic catalog which would be available to any user with a web browser. The selection process envisioned includes a point-and-click shopping basket style procurement, which would include an embedded P-Card payment mechanism.

## **OFFICIAL RECEPTION/REVISED CIRCULAR LETTER**

A revision to the Definition of Entertainment, Official Reception circular letter has been issued. Circular Letter 00-09-OMB, which supersedes Circular 94-18-OMB, directs that Form PB 141 need no longer be forwarded to OMB. Official reception approval authority is delegated to Department Heads and it is incumbent upon them to adhere to the guidelines set forth in the circular letter and to maintain appropriate records available for audit.

# NJCFS NEWSLETTER

Office of Management and Budget  
Accounting Bureau

February 2000

Issue #29

## **NJCFS TRAINING**

OMB Accounting Bureau will offer NJCFS training during the spring. Course titles, dates and times will be provided to departments through Agency Training Coordinators as shown below. Requests for training should be coordinated through your respective department's coordinator.

<b>Agency</b>	<b>Contact</b>	<b>Telephone</b>
Agriculture	Charles Toleno	984-2167
Community Affairs	Sheri Smith	292-9825
Corrections	Paul Rebovich	292-0455
Education	Richard Hargrove	984-4902
Environmental Protection	Peggy Endrzejewski	777-1030
Health & Senior Services	Robert Nicholson	588-7406
Human Services	Harold Jones	633-2100
Labor	Shirley Heupel	984-8166
Law & Public Safety	George Schweitzer	633-6368
Military & Veterans' Affairs	Eric Anderson	530-6903
State	Hugh Osborne	633-7745
Treasury	Michael Jonas	292-7132
Public Broadcasting	Beatrice Jones	777-5017
Judiciary	Barbara Gigliotti	984-5276
OTI	Donal Mansilla	777-3866

## **SPECIAL/CONFIDENTIAL AND PETTY CASH FUNDS VENDOR IDENTIFICATION NUMBERS**

Agencies are reminded that the vendor identification numbers assigned for use with Special/Confidential or Petty Cash accounts should only be referenced on transactions that reimburse or close those accounts. They should never be used for other purposes. Misuse of the Special/Confidential and Petty Cash vendor identification numbers results in an overstatement of Special/Confidential and Petty Cash fund activity.

Agencies should scan the Vendor table (VEND) to determine their correct Petty Cash and Special/Confidential vendor identification numbers. While scanning VEND, the agency should pay special attention to the Vendor Type field. Vendor identification numbers with a vendor type of CF (Confidential Funds) or PC (Petty Cash Funds) should be used only with Special/Confidential or Petty Cash Fund activity.

## **TRAVEL-PER DIEM RATES ISSUED FOR 2000**

Per diem reimbursement rates have been issued by the federal government for calendar year 2000. These rates must be adhered to by State of New Jersey agencies as the basis for reimbursement for work-related travel by State employees. In addition to updating rates for lodging, meals and incidentals, the new per diem rate schedule has combined locations that were previously shown separately. These include: Alexandria, VA; Arlington, VA; Falls Church, VA; Loudoun County, VA; Fairfax County, VA; Montgomery County, MD; and Prince George's County, MD all combined with Washington, DC.

The breakdown of meals and incidentals is unchanged from last year. They are listed below:

	<b><u>\$30.00</u></b>	<b><u>\$34.00</u></b>	<b><u>\$38.00</u></b>	<b><u>\$42.00</u></b>	<b><u>\$46.00</u></b>
Breakfast	6.00	7.00	8.00	9.00	9.00
Lunch	6.00	7.00	8.00	9.00	11.00
Dinner	16.00	18.00	20.00	22.00	24.00
Incidental	2.00	2.00	2.00	2.00	2.00

The new detailed domestic per diem schedule may be downloaded in its entirety from the Internet at:

<http://policyworks.gov/org/main/mt/homepage/mt/perdiem/perd00d.html>

Foreign rates are available on the Internet at:

<http://www.state.gov/www/perdiems/index.html>

Circular Letter 00-10-OMB has been issued to outline this information and to provide the federal Internet addresses.

## **WELCOME**

OMB Accounting Bureau welcomes Cynthia McDowell as the head of the Accounting Operations Unit. Cindy was formerly the Chief Fiscal Officer at the Department of Community Affairs. She is a graduate of Trenton State College. Her expertise in fiscal operations makes her a valuable addition to OMB's staffing complement. Cindy replaces Kim Shidlowski who transferred to Budget and Planning.

# NJCFS NEWSLETTER

Office of Management and Budget  
Accounting Bureau

February 2000

Issue #29

## **FEDERAL END DATE REVIEW**

A review of federal grant award information is underway. The Grants Analysis Unit is requesting that Departments inactivate closed federal grant awards established prior to fiscal year 1999. A FOCUS report listing federal grant awards with an active AGFA table status was distributed to Agencies in mid January to facilitate the effort. With appropriate supporting documentation, OMB will process NJCFS transactions to effect end-date extensions, if required.

If you are certain no one else is using the document you may "free up" the document as follows:

Locate the document on the Suspense Table (SUSF); verify that the action field has either an R or S displayed; and enter "F" in the FUNCTION field. Enter an "X" in the SEL column on the same line as the document number and press enter. The document is freed and the message at the bottom of the SUSF table should read BATCH/DOC FREED.

## **Q & A**

Q. Why does the error message "Allot Line not Found" appear when processing Expense Modifications for continuing appropriations?

A. Expense Modifications (EM), Requisitions (RA), Travel Encumbrances (TE/TH) and Intragovernmental Payment Vouchers (UA) are driven by the current accounting period and therefore require an allotment line in which the allotment period equals the current accounting fiscal year.

In addition, when establishing requisitions for continuing appropriations, a current fiscal year allotment line must exist with sufficient uncommitted funds to satisfy the requisition.

Q. Why does my document contain the error message DOCUMENT IN USE? How do I correct this error?

A. If you receive the error message DOCUMENT IN USE when trying to approve or process documents that have been previously processed or edited, it probably means that you or someone else did not properly exit the document. Pausing or leafing does not properly exit the user from the document. After editing or approving, you should exit the document with the "E" command.

Should you receive this error when attempting to process a document, first make sure that no other user has that document open at that time.